

26 MAY 1960

MEMORANDUM FOR: Assistant Deputy Director (Support)  
SUBJECT : Revision of Personnel Locator Records System

1. The attached proposed [REDACTED] Personnel Emergency and Locator Records, (Attachment A) is forwarded for your approval. An expanded Form 642, Personnel Emergency and Locator Record (Attachment B) is also attached, and will be submitted to the Management Staff for review and reproduction upon approval of the concept presented in the Handbook.

2. This proposal, which rescinds [REDACTED] Personnel Locator Records, derives from a recommendation by the Support Procedures Committee earlier this year that procedures be developed to combine personnel locator records and emergency data into a single system. The attached proposal accomplishes this and also updates requirements for W-2 information on overseas employees for use by the Comptroller. The possibility of consolidating Form 642 and Form 61, Current Residence and Dependency Report, was also explored, but it was concluded that this was not feasible since the forms serve different purposes, are maintained differently, and contain different information.

3. Upon approval, the Office of the Comptroller will transmit partially completed cards to all headquarters components. Each component will be asked to ensure that information required is recorded on the cards, and will return them to the Office of the Comptroller. After incorporating the new data into the machine system, the Comptroller will forward automatically reproduced cards to

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the components for their files. All old Forms 642 will then be destroyed, both in the operating components and in the Office of the Comptroller.


/s/ Gordon M. Stewart

GORDON M. STEWART  
Director of Personnel

Attachments:  
as stated

CONCUR:

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Office of the Comptroller

21 JUN 1960

Date

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